ACTUVIEW USER GUIDE

Important Notes

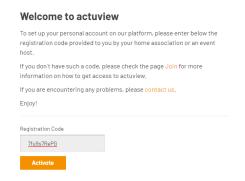
You can print a list of recordings you view in a selected period of time as a CPD record (if at least 90% has been watched). ASHK members MUST document each actuview watching record with a learning outcome under the 'CPD Event Log' of the ASHK online member zone.

Registration

Each ASHK member would be assigned a one-time code via email for activating their own actuview account. Visit the actuview website (https://www.actuview.com/) and register by clicking the 'Register' button in the top right-hand corner.



Enter your actuview one-time registration code and click "Activate".



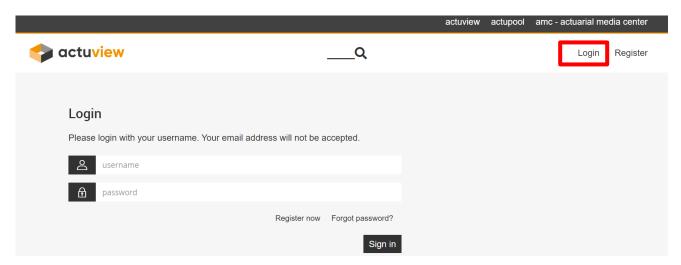
Enter your details to create your account. Please remember your username and password for future use.



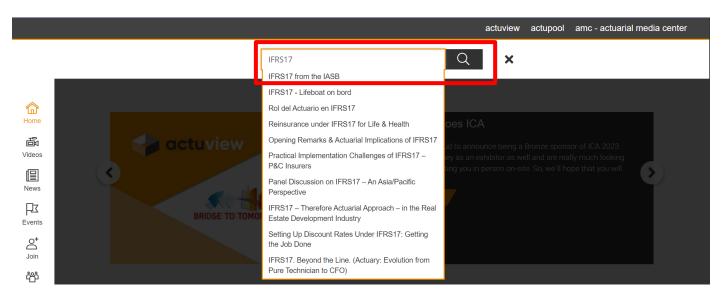
You will be receiving a confirmation email from actuview.

Login

From now on you will use the 'Login' button at the top right-hand side to enter your username and password.

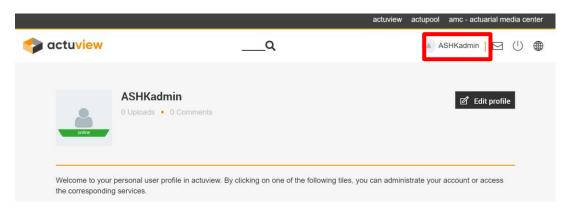


Once logged in, you will be on the main display page of the actuview website, which will display all of the latest uploads or most viewed items. The 'Search' functionality may also help you look for a video which is not displayed.



Your Profile and Watch Record

To access your actuview profile, click on your name in the top right-hand corner.



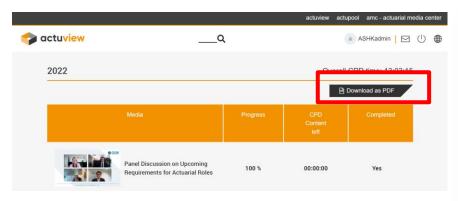
In 'My Profile', this displays a number of useful tiles:

- CPD Videos everything you are currently watching/listening to
- CPD Documentation Your 'CPD Track Record'
- Newsletter subscription actuview news on upcoming events/general info and call for papers
- Registration Codes Your membership access rights on actuview

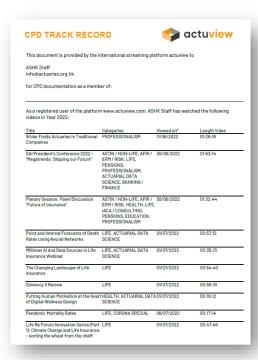
Download the CPD Track Record

Select the 'CPD Documentation' tile, you will see your CPD Track Record. Please note that 90% of any one video must be viewed in one logged-in session before it can appear in your CPD Track Record as verifiable CPD.

Scroll down to select a year and download the pdf report.



This report can be used as verifiable CPD for the purposes of ASHK's CPD Scheme.



FAQs

• Where can I find my one-time code?

A unique one-time code will be provided to each ASHK member. If you are unable to locate it, please contact us at info@actuaries.org.hk. We are happy to send you your code.

I am a student member of ASHK, can I watch content on actuview?

Only Fellow and Associate members are subject to CPD requirement, they can access actuview without any cost.

• I am a recently qualified Associate / Fellow member of ASHK, how do I apply for the code?

Your one-time code was included in the membership confirmation email you received from the Society. If you do not have this confirmation email, please contact us at info@actuaries.org.hk.

How is my CPD verified?

We require 90% of each video to be watched before you can claim it as verifiable CPD. Your CPD Track Record will retain an account of this watch history and you can use this as evidence for your CPD Record. ASHK members MUST document each actuview watching record with a learning outcome under the 'Other Events Log' of the ASHK online member zone.

If you have any technical difficulties with the website, you should contact: contact@actuview.com

For other questions on your actuview profile or CPD queries, please contact: info@actuaries.org.hk